

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 34-126

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SERVICES

**ARMED FORCES
ENTERTAINMENT PROGRAM**

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This instruction implements Department of Defense (DoD) Instruction (DoDI) 1330.13, *Armed Forces Entertainment Program*, and Air Force Policy Directive (AFPD) 34-1, *Air Force Services*. This publication applies to all DoD agencies and organizations. This AFI is applicable to all Regular Air Force, Air Force Reserve and Air National Guard units or installations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for the Armed Forces Entertainment Program. This publication may be supplemented at any level; all MAJCOM-level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document is revised and must be completely reviewed. This revision updates new AF/A1S and AFPC/SV office symbols, AFE operational procedures and eliminates outdated procedures for AFE tours. Tier waiver authorities as approved by the Inspector General Advisory Board have been included per AFI 33-360, *Publication and Forms Management*. Refer to AFI 33-360 for tier waiver authority definitions and procedures.

Section A—Overview

1. Purpose of the Program. This program provides free, quality, live, professional entertainment to US Armed Forces personnel and their family members stationed overseas. Priority is given to remote and isolated locations, ships at sea, and contingency operations. The goal of the program is to lift the spirits and morale of troops and maintain their readiness and effectiveness while serving in defense of our country. While raising the morale of troops stationed overseas, the AFE program provides entertainers with an appreciation of the hardships troops endure and helps them serve as a vital link between those at home and those protecting our national security.

2. Authority. The Secretary of the Air Force, as Executive Agent for coordinating overseas entertainment within the Department of Defense, administers the AFE program within the Directorate of Services (AF/A1S) under the Deputy Chief of Staff for Manpower, Personnel, and Services as the AFE office. IAW DoDI 1330.13, AFE is authorized direct communication with the United Service Organizations (USO) concerning the entertainment of US Armed Forces overseas.

3. Program Policy.

3.1. Priority for AFE goes to personnel in contingency operations, serving on ships at sea and stationed in austere, remote, and / or isolated locations overseas.

3.2. Commercial sponsorship of AFE tours is authorized IAW DoDI 1015.10, *Programs for Military Morale, Welfare, and Recreation (MWR)*, and DoDI 1330.13. Commercial sponsorship for AFE will be solicited, accepted, and executed in accordance with AFI 34-108, *Commercial Sponsorship and Sale of Advertising*. AFPC/SV is the OPR for all commercial sponsorship issues, actions, and negotiations.

3.3. Retail Sales of Commercial Items. Commercially sponsored DoD celebrity tours, local military exchanges or other resale activities may not sell souvenir merchandise such as T-shirts, hats, records, etc., which bear the likeness, name or any copyrighted logo of the entertainers unless all royalties and fees have been paid or unless express permission has been granted by the entertainers.

3.4. Unauthorized Commercial Sponsorship. Sponsorship will not be accepted for any AFE from manufacturers or distributors of tobacco or alcoholic beverage products if the products are to be identified in connection with their sponsorship.

3.5. AFE offers all entertainers 18 years and older equal opportunity for tour selection. All applications are reviewed and judged based on originality, demonstrated ability, and AFE requirements. Age restriction can be waived upon approval by AFE leadership and parental consent.

3.6. To ensure a maximum amount of entertainment groups are afforded the opportunity to tour for AFE, each group or agent will be limited to a maximum of 45 tour days within a fiscal year. The Chief, AFE may approve exceptions when a command makes a by-name request or an alternative entertainment group is not available to satisfy the type of entertainment requested.

3.7. Tours may be cancelled or curtailed at any time if there is anything that will compromise the interest of the US or local government as determined by the Chief, AFE.

3.8. Shows will be presented free of charge and will be open to all military personnel regardless of grade or service unless an audience exception is granted by AFE. When AFE authorizes a performance before a restricted audience, the following conditions will be met:

3.8.1. An open performance has already been given for all authorized personnel.

3.8.2. Such performance does not interfere with other scheduled performances.

3.8.3. The audience for restricted performances should not be selected on the basis of rank or official position. Restricting an audience to the in-patient population of a Military Treatment Facility, for instance, would be acceptable.

Section B—Roles and Responsibilities.

4. AF/A1S Responsibilities.

4.1. Establishes Services doctrine and policy.

4.1.1. Oversees AFE program.

4.1.2. Approves requests for upgrade of commercial air accommodations in accordance with the Joint Travel Regulations (JTR).

4.2. Chief, AFE (AF/A1SOT) Responsibilities.

4.2.1. Reviews and validates all entertainment requests/offers IAW priorities and funding constraints.

4.2.2. Creates and executes the CY Entertainment Plan.

4.2.3. Primary Liaison to USO for entertainment to the U.S. Armed Forces overseas.

4.2.4. Reviews USO celebrity tour entertainment offers based on the CY Entertainment Plan and un-programmed USO celebrity offers as they become available. Either accepts, indicates further interest, or declines offers based on command interest, budgetary concerns, and the CY Entertainment Plan.

4.2.5. Approves all substantial tour changes.

4.2.6. Reviews on-going tours and planning efforts, and discusses any other pertinent issues related to providing celebrity entertainment overseas.

4.2.7. Approves all lodging or other unique expenses that may impose a hardship on entertainment groups.

4.2.8. Approves all exceptions to 45-day maximum tour days per FY requirement.

4.2.9. Approves all contract modifications and Performance Fee Contract costs.

4.2.10. Approves requests for any use of dedicated military airlift for transoceanic travel.

4.2.11. Signs requests for commercial travel upgrades IAW the JTR and submits to AF/A1SO for approval. Ensures requests submitted are complete and include all rationale for travel upgrades.

4.2.12. Approves any requests for itinerary changes.

4.2.13. Signs all invitational travel orders (ITOs) for entertainment groups.

4.2.14. Approves all tour cancellation/curtailment requests.

4.2.15. Approves all requests to remove an individual from tour.

4.2.16. Randomly audits final pay packages to ensure expenses and reimbursements are in compliance with established guidance. Ensures random audits are documented.

5. Installation/Site Commander Responsibilities. Commanders at all levels are encouraged to provide maximum support allowed by law and extend every courtesy in return for the substantial contribution, which the entertainers make to the morale and welfare of Armed Forces personnel and their families overseas. **(T-3).** This instruction does not preclude overseas commanders from accepting or planning other entertainment for their commands. Such entertainment will be coordinated with the applicable AFE Regional Manager to avoid duplication and scheduling conflicts. Commanders submit requests to AFE for specific entertainment to meet the needs of their forces during the annual call for fiscal year entertainment requirements.

5.1. Installation/Site Commanders submit annual entertainment requirements through their parent Commands. **(T-3).** They are responsible for providing local transportation at and between performance sites for entertainment groups, where applicable. **(T-2).** They also appoint Site Coordinators and ensure they have all the personnel and resources required to ensure tour success. **(T-3).** **Table 2 is the Site Coordinator Tour Hosting Process.** Site Coordinators are responsible to:

5.1.1. Coordinate information flow between AFE regional managers and entertainers. **(T-2).**

5.1.2. Prepare site itineraries for entertainment tours and submit to AFE regional manager. **(T-2).**

5.1.3. Coordinate local logistics support. **(T-2).**

5.1.4. Ensure proper marketing and advertising at the site. **(T-3).**

5.1.5. Complete and submit tour evaluations via AFE's After Action Report process NLT 5 days after tour. **(T-3).**

6. USO Responsibilities. Recruits entertainers and manages and produces tours for the USO. The USO representative is expected to:

6.1. Coordinate with the Chief, AFE any overseas celebrity entertainment being provided to the military Services. **(T-3).**

6.1.1. Review on-going tours and discuss pertinent issues related to celebrity entertainment overseas. **(T-3).**

6.1.2. Offer AFE additional entertainment proposals (not outlined in the CY Entertainment Plan) no later than 120 days prior to tour start date. **(T-3).**

7. Entertainment Group Responsibilities. As a condition of touring and performing, entertainers and entertainment groups must abide by the requirements laid out in this paragraph and its sub- paragraphs. **(T-2).** Entertainers are responsible for conducting themselves as "ambassadors" while on tour, abiding by all local (country) customs/courtesies as briefed by the Site Coordinators and following guidelines established by AFE in the Rules of Engagement (RoE) letter provided to each group member upon acceptance of the tour, as well as the

guidelines provided in AFEs contracts (Para. 8. a. and b. of the “Armed Forces Entertainment Performance Contract” and Para. 11. a. and b. of the “Armed Forces Entertainment Standard Honorarium Contract”). **(T-2)**. Entertainment groups will ensure material is not offensive to anyone with regard to race, religion, national origin, gender, military rank, military Service, sexual orientation or disability. **(T-1)**. Entertainers may not sell any type of merchandise or souvenir items while on tour. **(T-3)**.

7.1. Entertainers may receive required immunizations for travel at the nearest Military Treatment Facility (MTF). **Paragraph 9.1.19** provides more detail on immunization requirements.

7.1.1. Illegal drug use or possession is strictly prohibited. Entertainers will not joke about drug use, possession or purchase. **(T-3)**. Entertainers will not consume alcohol on stage or during the performance. **(T-3)**.

7.1.2. Entertainers may not carry or possess weapons or ammunition of any kind while on tour. **(T-1)**.

7.1.3. Entertainers must complete a tour evaluation for each country/installation visited and submit via AFEs AAR process. **(T-3)**.

7.1.4. Contract Travel Office (CTO). The CTO issues commercial airline tickets for entertainment groups traveling under the AFE program. **(T-2)**.

7.1.5. DoD Component Medical Services Responsibilities. The DoD Component Medical Services provide immunizations and emergency medical and dental care to entertainers IAW applicable Service publications as outlined in **Table 1** **(T-2)**.

Table 1. Applicable Publications for Providing Immunizations and Medical Care to Entertainers

Military Service	Applicable Publications
US Air Force	<p>AFI 41-210, <i>Tricare Operations and Patient Administration Functions</i></p> <p>AFI 48-110, <i>Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases</i></p>

Section C—AFE Program Management

8. AFE Circuits. (See [Table 2](#))

Table 2. AFE Circuits

Circuit	Major Countries (Over 300 hundred Military Sites)
Europe	United Kingdom, Norway, Germany, Belgium, Bosnia/Herzegovina, Kosovo, and the Netherlands
Western Hemisphere	Ecuador, Honduras, Cuba, Greenland, Iceland, Bahamas, Curacao, and Puerto Rico
Mediterranean	Italy, Malta, Greece, Spain, Turkey, France, Portugal/Azores, Egypt/Sinai, Jordan, Lebanon, and Israel
Pacific	Alaska, Australia, Korea, Japan, Okinawa, Guam, Hawaii, Kwajalein, Singapore, and Diego Garcia
Southwest/Central Asia	Saudi Arabia, Afghanistan, United Arab Emirates, Bahrain, Kuwait, Qatar, Pakistan, Oman, Uzbekistan, Kyrgyzstan, and Djibouti

9. The Entertainment Tour Request Process. To maximize the return on investment of AFE's budget and meet the needs of commanders, AFE prepares a CY Entertainment Plan.

9.1. Celebrity Entertainers. AFE may recruit Celebrity Entertainers through unsolicited contacts, referrals or AFE-initiated invitation. When celebrities are matched to a requirement in the CY Entertainment Plan, AFE organizes and processes the tour.

9.1.1. See [Table 3](#) For USO tour offers.

Table 3. The USO Celebrity Tour Offer Process

Step	OPR	When	Action
1	USO	Bi-Weekly	Sends AFE a recruiting report listing current celebrity tour offers with as much detail as is available including (1) Name (2) Dates available, (3) Locations available to visit, (4) Size of group, etc.
2	AFE	Within 3 Duty Days	Responds to USO with interest or non-interest.
3	AFE	Within 10 Days	Responds via e-mail to USO Entertainment Director either accepting, indicating interest for further recruiting, or declining offer. If accepting, identifies specific locations, inclusive dates, and tour group size.
4	AFE	Offer Accepted	Begins discussion of details with USO Tour/Production Managers.

Table 4. Site Coordinator Tour Hosting Process

When	Action
Prior to Group Arrival	<ol style="list-style-type: none"> 1. Arrival site personnel are assigned to: <ul style="list-style-type: none"> - Meet the entertainment group at the international airport - Transport them and their personal bags to lodging - Transport their excess equipment to a secure area 2. Make lodging arrangements for the entertainment group 3. Prepare a detailed itinerary for the entertainment group that includes a courtesy visit with installation/site leadership, visits to various duty sections during the day and the actual performance(s) 4. Publicize and advertise the upcoming performance by the entertainment group
Upon Arrival and During Performance	<ol style="list-style-type: none"> 1. Greet entertainment group/provide security briefing and site orientation 2. Assist with excess baggage/customs clearance 3. Assist with lodging check-in/out 4. Address any problems (lost baggage, damaged equipment, etc) 5. Assist in load/unload equipment, setup/tear-down the entertainment area 6. Advise the tour group leader of the location of their equipment 7. Provide site and tour itinerary brief 8. Coordinate off day activities 9. Arrange for photographs 10. Brief on all contractual obligations while performing (no profanity, vulgarity, dress and appearance in good taste, drunkenness on stage, using drugs, etc.)
Upon Show Completion	<ol style="list-style-type: none"> 1. Assist with group departure 2. Make sure site personnel are available to properly pack (palletize) equipment 3. Ensure equipment is stored in a secure location prior to ongoing travel 4. Ensure group is advised of ongoing travel arrangements for bags/equipment 5. Have the tour group ready and in designated area for ongoing travel 6. Prepare tour evaluation and reports as required

10. Tour Evaluations. To continually improve the AFE program, tour evaluations are required from each hosting site coordinator and the entertainment group and are submitted via AFEs AAR process. See [Table 5](#)

Table 5. Tour Evaluation Submission Process

OPR	When	Action
Site Coordinator	NLT 5 days after tour	Submitted via AFEs AAR Process
AFE Regional Manager	NLT 10 days after country tour	Reviews all AARs completed for the tour. If not all AARs have been submitted, follow up is required until all AARs are completed.
HQ/AFE/Staff	NLT 15 days after region tour	Evaluation of AARs takes place. "Lessons learned" document is created and filed.

11. Transportation and Tour Requirements.

11.1. General. AFE will fund all inter- and intra-country travel to and within the overseas area. Entertainers may travel by military airlift or commercial air. Local travel within the country between to include travel to/from major transportation hub [airport, train station, etc. and, if within 75 miles, the follow-on site) and all transportation within the host site] is the responsibility of the hosting installation commanders.

11.1.1. Military Air Travel. Use of military airlift to transport entertainers is governed by DoD 4500.9-R. Travel by military airlift outside CONUS is directed when available and will be performed under Priority 2c IAW DoD 4500.9-R, Appendix E. AFE will make military airlift arrangements IAW DoD 4515.13-R, *Air Transportation Eligibility*. AMC billings are sent electronically each month to AFE. The AMC bill includes the name and cost for each leg of military airlift provided to entertainers. Bills will be reconciled to ensure no unauthorized charges are billed to AFE. Use of dedicated military airlift for transoceanic travel requires pre-approval by the Chief, AFE.

11.1.2. Commercial Air Travel. All passenger travel will be coach class unless approved for upgrade in accordance with the JTR.

11.1.3. Premium Class Travel Other Than First Class. Premium class travel is authorized for entertainers under certain circumstances according to the JTR.

11.1.4. Contract Travel Office (CTO). AFE will make all entertainer commercial travel arrangements for tickets and excess baggage through the CTO, unless contracted otherwise. Unless authorized, Entertainment groups are not authorized to book or change travel arrangements (e.g., rescheduling, reissue of tickets and/or excess baggage coupons) directly with the CTO. AFE will verify personal information for entertainers and associated support staff with passports or copies of passports prior to making airline reservations. CTO will not issue tickets until approved travel orders have been received.

11.1.5. Entertainer Travel Included in Negotiated Contract. When a group is contracted using AFEs Performance Contract, the entertainer may include commercial air travel costs in their negotiated performance fee. These arrangements must be fully refundable, should travel be interrupted and/or the tour re-routed or ended prematurely.

11.1.6. Invitational Travel Orders (ITOs). ITOs are issued to entertainers and members traveling in direct support of the entertainment tour IAW JTR/JFTR, Appendix E. ITOs provide for the travel and logistical support of an individual from the business place or home to the place the individual's services are required and return to point of origin. The ITO identifies the "Grade Equivalent" of each individual on the orders; as established in AFI36-3026V1_IP, *Identification (ID) Cards for Members of the Uniformed Services, their Dependents, and other Eligible Members*. Authorization of transportation modes, routing and accommodations will be consistent with Chapter 2 of the JTR. If applicable, individuals approved for upgrade of air accommodations to business class IAW the JTR will be specified in the ITOs.

11.1.7. Medical and dental support. Medical and dental support is provided IAW AFI 41-210, AR 40-400, and NAVMEDCOMINST 6320.3B (para G-11b (4)(b-c)). Individuals traveling under ITOs will be billed for inpatient costs including room charges, meals, etc. No-cost treatment is not available for existing medical conditions or injuries from contributory actions on the part of the entertainer. Medical treatment for injuries and illnesses incurred in the course of entertainment duties should normally be provided without reimbursement.

11.1.8. Delays en route. Delays en route may be granted. Delays en route require approval as discussed below. The use of contract fares is limited to official travel only; contract fares cannot be used for the portion of the trip that is personal. The traveler is responsible for any additional costs when, for personal convenience, a circuitous route is used or the traveler interrupts a direct travel route. Costs are limited to the transportation costs by a usually traveled route on an uninterrupted basis. Approved delays en route will be included in the ITOs provided the following conditions have been met:

11.1.9. The delay is requested and approved by AFE before the entertainer departs on tour.

11.1.10. The delay does not interfere with the main purpose of the tour, disrupt or delay scheduled transportation and is authorized in the overseas area requested.

11.1.11. Delays for the convenience of touring members will be at no cost to the Government.

11.1.12. Entertainment groups or individual entertainers desiring to remain in overseas areas longer than authorized must end their relationship with DoD and return to CONUS at their own expense.

11.1.13. Travel Documents. AFE has countries with unique document requirements for travel. These may include Passports, Visas, Theater/Country Clearance, and Geneva Convention Identity Cards (DD Form 489).

11.1.14. Passports. All entertainers must have their own tourist passport that may be used for AFE tours. If a touring member is not in custody of a Department of State issued tourist passport, they will not be considered for an AFE tour.

11.1.15. Visas. Some countries require visas prior to entering. The embassies for these countries require 5 to 10 days to process each visa. When visas are required, AFE

ensures entertainment groups complete the necessary forms, passports and photos with sufficient time to process through the applicable embassy.

11.1.16. Country Clearance. Theater/Country Clearance is requested via message at least 30 days prior to departure. All information required to complete the clearance message must be received by AFE in sufficient time to meet the 30-day window. AFE obtains the appropriate information from the entertainers.

11.1.17. Other Miscellaneous Tour Requirements.

11.1.18. Immunizations. Under the AFE program, immunizations are provided free of charge at CONUS Military Treatment Facilities IAW AFJI 48-110/AR 40-562/BUMEDINST 6230.15/CG COMDTINST M6230.4E, and AFI 41-210. Entertainers are considered sponsored personnel, therefore, SECTION C; paragraph 24 of AFJI 48-110 applies. When a military installation is outside of a 50-mile radius, AFE will reimburse the direct cost of an immunization provided by a civilian physician. AFE does not reimburse the cost of an "office visit" when using a private physician. AFE also does not reimburse mileage costs to obtain immunizations at a military installation or from a private physician. The nearest military installation may be located using the TRICARE website at www.tricare.osd.mil. AFE provide entertainment groups a letter authorizing immunizations recommended for entry into foreign countries. All entertainers must sign and return the immunizations letter.

11.1.19. Carnets. Entertainers use carnets to carry professional equipment into various countries without having to pay duties and taxes before entering and additional penalties after departing. The carnet serves as proof of exportation and re-importation back in the United States and those countries visited. Carnets are processed through Admission Temporary Admission Carnets (USCIB) on-line at <http://www.uscib.org>. A deposit is required in addition to the price of the carnet, which is paid by AFE. The deposit is refunded after the carnet has been returned to USCIB and verification has been obtained that there are no claims being filed against the United States. Final payment to the entertainment groups can be delayed if carnets are not returned to AFE.

11.1.20. Posters. AFE Posters will be created by AFE through use of their Public Affairs Contract. Groups will provide high resolution photographs for poster creation and will be given a finalized copy as a courtesy. AFE has final approval authority for all posters.

11.1.21. Tour Photos. Photos from current entertainment tours are required for briefings, articles, brochures, the AFE website, and other marketing needs. Therefore, Site Coordinators will provide a minimum of three quality photos of AFE and AFE/USO tours at their locations. The goal is quality photos, not quantity. To assure quality, the Site Coordinator should ask on-site visual information or public affairs personnel to take professional-quality digital photos. The types of shots needed are photos that capture the entertainer performing, the entertainer performing with enough of the audience visible to reflect it is a military crowd, the entertainer signing autographs, and the entertainer interacting with troops. Each photo file will be named by using the entertainer's name, date of the shot and location. Site Coordinators will forward the photos to AFE.

*Section D—Funding and Reimbursement***12. Authorized Tour Expenses.****Table 6. Authorized Tour Expenses AFE Pays Directly**

Type of Expense	Notes
Commercial Airfare	Coach class airfare and MCOs, charged to the AFE centrally billed account (CBA). If any airline tickets or MCOs are lost and traveler has to purchase/replace, this cost is not reimbursable until AFE is refunded/credited by the airlines. The traveler must file a lost/stolen ticket claim at the airport. It is the travelers' responsibility to safeguard these documents. Commercial Airfare may also be paid by AFE, if included as part of AFEs performance contract.
Military Airlift	Always
Visas	Always
Lodging, bus or charter transportation costs	AFE <u>may</u> use appropriate CBA for payment arrangement when groups encounter changes (extensions or delays) or cancellations in their itinerary and/or travel arrangements that impose a hardship or when they are unprepared to cover the unexpected costs. Only the Chief can approve.

Table 7. Authorized Tour Expenses AFE Reimburses via Contract (Receipts are required for all reimbursable expenses).

Type of Expense	Notes
Approved -High Performing contract quoted price	Always
Honorarium for Non-Celebrity Entertainers	Always
Honorarium for Production/Tour Managers	Production/Tour Managers that travel with the group because they are dual-hatted as entertainers receive the daily honorarium specified by contract for the number of days the group tours plus one day before and one day after the tour.
Production Costs	May include instrument/equipment rental, sound and/or lighting systems, and labor to set up equipment. May also include minor repairs to instruments/equipment when the cost of such repairs is more economical than renting and necessary to continue shows without interruption.
Promotional Materials	Includes preparation and development costs for production of posters, film, T-shirts, hats, etc. These materials must be pre-approved by AFE before production and will not be ordered prior to contract being signed by all parties.
Travel Costs	For other than originally issued tickets and MCOs; bus, truck or car rental to/from departure airport or between overseas venue IAW JTR.
Lodging Costs for Celebrity Tours	Reimbursement will not exceed maximum rate in JTR.
Lodging Costs for Non-Celebrity	Reimbursement will not exceed maximum rate in JTR.
Miscellaneous Costs	<p>Miscellaneous costs include the following:</p> <ul style="list-style-type: none"> - Shipping - Visa/custom/departure fees - Baggage Tips (within reason and logged accordingly) - Local travel costs - Toll fees - Official telephone calls directly related to producing the tour. For telephone call reimbursement provide itemization detailing: <ul style="list-style-type: none"> 1. Date and time of call 2. Purpose of call 3. Who was called 4. Length of call 5. Cost of call

12.1. Tour Expenses That Are Not Reimbursed. The following table outlines entertainment tour expenses that are not reimbursed:

Table 8. Tour Expenses That Are Not Reimbursed

Type of Expense	Notes
Meals	Never
Alcohol	Never
First Class Commercial Airfare	Never
Business Class Commercial Airfare	Except as allowed under very limited circumstances by the JTR
Phone Cards	Exceptions in cases of emergency
Immunization Costs	AFE reimburses actual cost of immunizations. Does not reimburse: - Cost when using a private physician to obtain immunizations - Mileage to obtain immunizations from a MTF or private physician
Lost, Stolen, or Damaged Equipment	Entertainer must file equipment claims resulting from neglect of equipment with the airline at the first available opportunity (within 24 hours).

12.2. The Final Pay Package. After tour completion, the entertainment group within **30 days** submits a Final Pay Package to AFE. Submission of a complete Package i.e., all paid receipts and required documentation) will assure timely processing within AFE. Packages returned due to incomplete information will delay final payment. If modifications to the primary contract are required, the primary contract can be processed for payment prior to receipt of the modification from Contracting. However, any monetary amount associated with the modification will not be issued until the contract modification has been completed.

DANIEL R. SITTERLY
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 1330.13, *Armed Forces Entertainment Program*, 23 March 2004

AFI36-3026V1_IP, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, 17 June 2009

DoDI 1015.10, *Programs for Military Morale, Welfare, and Recreation (MWR)*, 6 July 2009

DOD 4500.9R, *Defense Transportation Regulation (Part I Passenger Movement)*, September 2001

AFPD 34-1, *Air Force Services*, 2 November 2012

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 34-108, *Air Force Commercial Sponsorship Program and Sale of Advertising*, 12 October 2011

AFI 41-210, *Tricare Operations and Patient Administration Functions*, 6 June 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

AR 40-400, *Patient Administration*, 27 January 2010

AR 40-562, *Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases*, 7 October 2013

AFJI 48-110, *Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases*, 29 September 2006

NAVMEDCOMINST 6320.3B, *Medical and Dental Care for Eligible Persons at Navy Medical Department Facilities*, 14 May 1987

BUMEDINST 6230.15, *Immunizations and Chemoprophylaxis*, 12 May 2004

Joint Travel Regulation

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFE—Armed Forces Entertainment

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AMC—Air Mobility Command

CBA—Centrally Billed Account

CONUS—Continental United States

CTO—Contract Travel Office

DFAS—Defense Finance and Accounting Service

DOD—Department of Defense

DODI—Department of Defense Instruction

ESP—Emergency and Special Program

FY—Fiscal Year

ROE—Rules of Engagement

USCIB—Admission Temporary Admission Carnets

Terms

Application Packet— A packet submitted by a non-celebrity entertainment group in order to be considered for acceptance into the AFE program.

Carnet— Entertainers use carnets to carry professional equipment into various countries without having to pay duties and taxes before entering and additional penalties after departing. The carnet serves as proof of exportation and re-importation back in the United States and those countries visited.

Celebrity Entertainer— Famous person or group to include but not limited to recognition via top 100 billboard, gold record, platinum record, nationally recognized label; actor in movie, TV show, sitcom; Paris runway model; or articles in popular magazines.

Commercial Sponsorship— The act of providing assistance, funding, goods, equipment (including fixed assets), or services to an MWR program(s) or event(s) by an individual, agency, association, company or corporation, or other entity (sponsor) for a specific (limited) period of time in return for public recognition or advertising promotions.

Entertainer(s)— Any single entertainer to include, but not limited to singer, musician, comedian, dance group member, actor, sports figure, famous person, author, motivational speaker or magician.

Entertainment Group — A group of entertainers that comprise an act or members needed to conduct a performance.

Non—celebrity Entertainer — An entertainer that does not meet the criteria to be considered a celebrity. For bands, these are generally up and coming bands receiving national play. Non-celebrity entertainers are usually professionally managed by an agent.

Tour Folder— Record maintained in the AFE office containing all documents associated with an entertainment tour.

Tour Package— A package assembled by the AFE staff and containing items the entertainment group needs for travel.